

# KANSAS STATE BOARD OF NURSING ORIENTATION CHECKLIST

## PRE-EMPLOYMENT CHECKLIST

- ☐ Prepare and Mail Offer Letter
- ☐ Process in SHaRP
- ☐ Create Personnel/HR File
- ☐ Request logon ID's: KBON, Email, Nursys
- ☐ Prepare Orientation Agenda
- ☐ Prepare Orientation Packet
- ☐ Set-up Workstation
  - ☐ Phone book / State of Kansas Directory
  - ☐ General Office Supplies (i.e., stapler, pens, paper)
  - ☐ Procedure / Desk Manual
  - ☐ Voicemail

## ORIENTATION PACKET

### I. Orientation Checklist

### II. Orientation Agenda

### III. Kansas at a Glance

### IV. History of the Kansas State Board of Nursing

### V. Kansas State Board of Nursing Presentation

### VI. Introductory Materials

- ☐ New Employee's Position Description
- ☐ KSBN Phone List
- ☐ Parking—Waiting List Request and Optional Parking
- ☐ Authorization for Secure Key Card
- ☐ KSBN Key Agreement
- ☐ Business Card Template

*Date*      *Initials*

\_\_\_\_\_

Date Secure Key Card Received \_\_\_\_\_

Date Keys Received \_\_\_\_\_

### VII. Employment Eligibility

- ☐ Employment Eligibility Verification – Form I-9

*Date*      *Initials*

\_\_\_\_\_

**VIII. Policy Statements***Date**Initials*

- ☐ State of Kansas Employee's Oath
- ☐ Substance Abuse Policy
- ☐ Equal Employment Opportunity/Affirmative Action
- ☐ Workplace Violence Policy
- ☐ Workers' Compensation
- ☐ Family and Medical Leave Act (FMLA)
- ☐ Fair Labor Standards Act (FLSA)

**IX. Benefits Information and Forms*****Benefits Summary******Kansas Public Employees Retirement System (KPERs)****Date**Initials*

- ☐ Report of Member Status
- ☐ Transfer of Optional Group Life Insurance Coverage  
(current State of Kansas Employees only)
- ☐ Designation of Beneficiary
- ☐ Disability Income Benefit for members of KPERs
- ☐ Insured Death Benefit for members of KPERs
- ☐ Application for Optional Group Term Life Insurance
- ☐ Deferred Compensation Enrollment  
(ING Financial Services)
- ☐ Savings Bonds

***Payroll****Date**Initials*

- ☐ Form W-4
- ☐ Direct Deposit
- ☐ Additional Withholding Tax Deduction
- ☐ Payroll Schedule
- ☐ Time and Leave Document

***Group Health****Date**Initials*

- ☐ Benefits Guide
- ☐ Group Health Insurance Enrollment Form

***KanElect Flexible Spending Accounts****Date**Initials*

- ☐ KanElect Overview
- ☐ KanElect Enrollment Form

**HealthQuest***Date*    *Initials*☐ Newsletter

\_\_\_\_\_

☐ LIFELINE**Miscellaneous***Date*    *Initials*☐ K-SHIP Brochure

\_\_\_\_\_

☐ Long-Term Care Insurance Plan Overview☐ Learning Quest Brochure☐ Designated Holidays/Discretionary Holiday**Helpful Links**

State Employee Services

<http://www.accesskansas.org/employee/>

Employee Self Service

<http://da.state.ks.us/ps/subject/ssc/>

Benefits Information Center

<http://da.state.ks.us/ps/benefits.htm>

KPERS

<http://www.kpers.org/>

Travel Center

<http://da.state.ks.us/ar/employee/travel/default.htm>